



Checklist for Financing Equipment

Booklet and forms in Word format are available at website: www.wa.gov/tre/local.htm

- 1) Notify County Treasurer, if applicable ☐
- 2) Submit **Notice of Intent** ☐
- 3) Receive acknowledgment of Notice of Intent ☐
- 4) Complete **Credit Form**, if applicable ☐
- 5) Receive credit approval ☐
- 6) Provide the following signed agency documents prior to the cut-off date:
 - Reimbursement Resolution** ☐
 - Authorizing Resolution** or, for cities, **Ordinance** ☐
 - Certificate of Authorizing Resolution or Ordinance** ☐
 - Certificate Designating Authorized Agency Representatives** ☐
 - Personal Property Certificate** ☐
 - Local Agency Financing Contract** Personal Property ☐
 - Opinion of Local Agency Counsel** ☐
 - Tax Certificate** ☐
 - Evidence of Incumbency** (page 36)..... ☐
- 7) Provide the following items:
 - After equipment is received and accepted, provide copy of vendor invoices when seeking payment ☐
 - Evidence of personal property insurance..... ☐

Remember: All completed documentation must be provided to the Office of the State Treasurer by the cutoff date to be included in the next financing.

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